

Checklist for team leaders

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| Purpose - do we have a clear and agreed purpose? | |
| Structure - how does the structure help or hinder what we are trying to achieve? | |
| Who - have we got the right sort of people in terms of skills, attitudes and behaviours? | |
| Roles and responsibilities - is everyone clear about what they are accountable for? | |
| Team relationships - what are these like? | |
| Culture and values - what is the culture of this team e.g. risk-taking? | |
| Problem resolution - how do we handle problems? | |
| Decision-making - how are decisions made within this team? | |
| Communication - what can we do to make the channels we use more effective e.g. have structured meetings? | |
| Image - how is this team perceived by others? | |
| Relationships with others - how does this team get on with other teams/clients/suppliers? | |
| Celebration - how do we celebrate and reward individual/team successes? | |